



REQUEST FOR PROPOSALS

Provision of Armored Car Services

City of Redmond, Washington
P.O. Box 97010
Redmond, WA 98073-9710

Introduction

The City of Redmond is soliciting proposals for an armored car services agreement. This agreement will provide for daily pick-up Monday through Friday at two City locations.

The City of Redmond reserves the right to refuse any and all proposals, to waive any irregularities or informality in any proposal, and to accept or reject any item or combination of items. Contractors submitting proposals for armored car services may not discriminate on the basis of sex, race, color, creed, national origin, age or marital status. This request for proposals does not obligate the City to award a contract if no proposals are deemed adequate to provide armored car services that are in the best interest of the City. The proposals must be valid for a period of not less than 120 days from the proposal due date. In addition, the City will not be held responsible for any costs incurred by firms in the preparation of their respective proposals.

Terms and Conditions

Specifications:

Contractors responding to this request for proposals must be able to meet the following requirements:

1. Obtain, and maintain in good standing, a current City of Redmond Business License throughout the term of the agreement.
2. Comply with the State rules and regulations outlined by the Revised Code of the State of Washington.
3. Provide insurance to meet at a minimum the following requirements:
 - a. 100% coverage for any claim, loss or related expense;
 - b. Liability insurance coverage from time of receipt of checks and currency until disposition, including carrier liability protection on the premises as well as during trips to the bank;
 - c. While transporting city property, the named insured will not carry more property value on any one armored car than the liability limit available of the amount cited on the insurance certificate for any one loss;
 - d. Any other insurance as required by the City's contract (Attachment B).
4. Contractor is required to:
 - a. Be licensed to perform armored car services;
 - b. Ensure that all staff used in armored car transfer have current licenses on file with Washington State Department of Licensing;
 - c. Notify the City with name(s) and license number(s) of newly hired staff within three working days of change; and
 - d. Have storage capability. This is necessary for any normal change (coins and currency) as requested by City agents. Delivery is to be at contractors' next scheduled delivery.
 - e. Upon award of contract provide the City with the names and license numbers of staff that will be driving and transporting goods for this contract.

Required Services:

5. Pick up deposits once a day from City locations Monday through Friday (except on City and/or Bank Holidays) with same day delivery to the Bank of America Seattle vault. The City locations for pick-up are:
 - a. Old Redmond Schoolhouse Community Center, Parks Department Cashier, 16600 NE 80th Street, Redmond, Washington; and
 - b. City Hall, Finance Department Cashier, 15670 NE 85th, 3rd Floor, Redmond, Washington.
6. Pick up currency and change orders from the bank vault as needed and deliver to the designated destination.

Pricing:

Pricing shall remain firm and fixed for a one year period. Adjustments in pricing will be considered after the firm fixed price period on a pass through basis only. A minimum of 45 calendar days advance written notice of any price increases is required and is to be accompanied by sufficient documentation to justify the requested increase. Approved price adjustments will remain unchanged for at least one year thereafter.

Required Documentation:

In addition to providing information regarding the required armored car services, contractors responding to this proposal must furnish the following:

- A listing of names, titles, phone and fax numbers, and e-mail addresses of contact personnel;
- three references with a brief statement of the scope of services provided;
- Pricing for services as listed in Attachment A.
- A schedule for pick-up and delivery times at each location.
- Detailed procedures indicating acceptable deposit bags to use, who to contact if the driver is late, how deposit slips are returned to the City, whether receipts are provided at pick-up, etc.

Contract:

The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City, similar to Attachment B. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications in this RFP and which is not approved by the City Attorney's office.

Contract Period:

The armored car services agreement will be for a period of two years beginning on December 12, 2005. At the end of this period, the City may choose to renew the contract for an additional two-year period or request additional proposals. The City reserves the right to cancel the contract at any time if performance is deemed inadequate.

Evaluation Criteria:

Proposals will be reviewed on the basis of ability to fulfill the City's armored car services requirements; the cost of providing such services; and the completeness of the proposal.

Bid Process

Contact: Kelley Wood, Finance Department, 425/556-2161

October 19, 2005 Request for Proposal released.

November 2, 2005 Proposal due date. Three sealed copies of the proposal must be received by the City Clerk's office by 2:00 p.m. on November 2, 2005. All copies must be signed by an official authorized to bind the contractor. The envelope should be clearly marked with "Armored Car Services RFP." Any proposal received after 2:00 p.m. will not be considered.

To mail proposals:

City Clerk's Office
Mail Stop: PS FIN
City of Redmond
P.O. Box 97010
Seattle, WA 98073-9710

To hand deliver proposals:

City Clerk's Office
Public Safety Building, 2nd Floor
8701 160th Avenue N.E.
Redmond, Washington 98052

November 16, 2005 Vendor Selected for Contract Negotiations

December 12, 2005 Effective Date of Contract

Attachment A

Price Sheet

All fees the contractor intends to charge for these services must be listed and presented in the proposal to the City. The City may request follow-up information on pricing proposals to facilitate comparisons among proposed pricing structures.

Pick-up Location	Days of Service (Monday through Friday)	Service Charge
16600 NE 80 th Street, Redmond, Washington	Once Daily	\$_____ per month
15670 NE 85 th , 3 rd Floor, Redmond, Washington	Once Daily	\$_____ per month
	TOTAL:	\$_____ per month
Other:		